

# COMMUNITY FIELDS APPLICATION AND CONTRACT

Name of applicant/organization \_\_\_\_\_ Date of application \_\_\_\_\_  
 Name of contact/supervisor \_\_\_\_\_ Telephone Home \_\_\_\_\_ Work \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Name of facility applied to \_\_\_\_\_ (*Lakeridge requires an additional 'Conditions for Field Use' form*)  
 Purpose \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_ Youth \_\_\_\_\_ Adult \_\_\_\_\_  
 Address \_\_\_\_\_ Insurance Policy \_\_\_\_\_

DATES OF USE	DAYS OF WEEK	HOURS OF USE BY APPLICANT
	<b>S M T W TH F S</b>	<b>From: To:</b>
	<b>S M T W TH F S</b>	<b>From: To:</b>
	<b>S M T W TH F S</b>	<b>From: To:</b>

**Equipment OR Field Prep Needed:**     Portables \_\_\_\_\_ (qty)     Lining \_\_\_\_\_ (type)     Concessions     Lights

### CITY PERMITTED FIELDS

FIELDS	Hours X Rate per hour	Total
George Rogers 1	_____	\$ _____
George Rogers 2	_____	\$ _____
Pilkington Park	_____	\$ _____
Waluga Park 1	_____	\$ _____
Waluga Park 2	_____	\$ _____
Westlake Park 1	_____	\$ _____
Westlake Park 2	_____	\$ _____
Westlake Park 3	_____	\$ _____
Westlake Grass	_____	\$ _____
Bryant 1	_____	\$ _____
Bryant 2	_____	\$ _____
Forest Hills	_____	\$ _____
Hallinan	_____	\$ _____
Lake Grove 1	_____	\$ _____
Lake Grove 2	_____	\$ _____
Palisades	_____	\$ _____
Oak Creek	_____	\$ _____
Uplands	_____	\$ _____
River Grove	_____	\$ _____
Westridge	_____	\$ _____
LO Jr. 1	_____	\$ _____
LO Jr. 2	_____	\$ _____
Waluga Jr. 1	_____	\$ _____
Waluga Jr. 2	_____	\$ _____
Waluga Jr. 3	_____	\$ _____

### SCHOOL DISTRICT PERMITTED FIELDS

FIELDS:	Hours X Rate per hour	Total
<b>Lakeridge Fields:</b>		
Artificial Turf	_____	\$ _____
Baseball Field	_____	\$ _____
Grass Field	_____	\$ _____
Softball Field	_____	\$ _____
Other	_____	\$ _____
<b>LO High Fields:</b>		
Artificial Turf	_____	\$ _____
Baseball Field	_____	\$ _____
Practice Fields	_____	\$ _____
Other	_____	\$ _____

### CLASSIFICATION OF ACTIVITY **Office Use Only** **City Departments: (See reverse side for classifications)**

- Parks & Recreation Program
- Civic & Service Use
- School District Activities
- Public Interest Group
- Community Organization-Sponsored activities for youth
- Commercial Use
- Private Interest Group

### **School District: (See reverse side for classifications)**

- Classification 1
- Classification 2
- Classification 3

### **Office Use Only**

- Approved
- Disapproved

User will cooperate fully with Parks Maintenance personnel related to scheduled maintenance, etc.

**\*50% deposit required prior to use**

**Please make check payable to Department of Parks and Recreation or Lake Oswego School District Community School.**

Signed _____	<b>FACILITY Supervisor</b> _____
Signed _____	<b>USER Representative</b> _____
Signed _____	<b>DISTRICT Representative</b> _____

**ESTIMATED COST \$** \_\_\_\_\_  
 Field Use Fee \_\_\_\_\_  
 Equipment Fee \_\_\_\_\_  
 Field Prep Fee \_\_\_\_\_  
 Lights Fee \_\_\_\_\_  
 Concessions Fee \_\_\_\_\_

## TERMS OF AGREEMENT

1. The **DISTRICT/CITY** agrees to provide the facilities listed on the reverse side of this form. It is further agreed that said facilities will be in reasonable operating order.
2. The **USER** agrees to:
  - Observe all federal and state laws, policies of the **DISTRICT/CITY** (a copy of which is available for review upon request) and regulations of the Superintendent/City Manager in which the premises to be rented are located.
  - Permit no smoking or other uses of tobacco products, alcoholic beverages or other controlled substances on **DISTRICT/CITY** property.
  - Promptly pay the actual costs incurred during use of the facility.
  - Hold the **DISTRICT/CITY** harmless for any malfunction, injury, liability, or property damage incurred by person or persons using **DISTRICT/CITY** facilities.
  - Make restitution for any damage incurred during use of the facility.
  - Certify that the organization has an open membership and complies with all federal, state, and municipal equal opportunity laws and regulations regarding discrimination.
  - **All classifications requiring any additional custodial work will be charged.** The facility user is required to leave the premises in condition found or better. School district and City facilities are currently being maintained with a significant reduction in the custodial work force. It is important that every individual help to maintain our community resources.
  - Applicants agree that the use of the facilities and this application shall be revocable by the **DISTRICT/CITY** at any time.
  - **INSURANCE:** A copy of Certificate of Insurance must be on file at site and at the Community School/Parks and Rec. office

*The applicant's proposed activities are covered by liability insurance policy in a minimum amount of \$1,000,000 issued by \_\_\_\_\_ . A certificate of insurance with endorsement naming Lake Oswego School District/City as additional insured must be provided by the undersigned to the District prior to any use*

## CLASSIFICATIONS

### CLASSIFICATION 1:

Applies to all City affiliated activities, Community School activities, School District sport activities, and local leagues who have paid a per person field use fee for league play. Organizations within this category must be based in Lake Oswego and a majority of their membership/participants are Lake Oswego residents. *(Groups that have qualified as "leagues" include LO Little League, Waluga Little League, Girl's ASA Softball, Pacer Junior Baseball, Lakeridge & LO Youth Football, Community School Lacrosse, City Coed Soccer, and Lake Oswego Soccer Club.)*

### CLASSIFICATION 2:

This category applies to tournaments, events and activities that are hosted by local organizations including athletic/sport leagues, civic groups, churches, business organizations, neighborhood associations, and individual residents for non-profit purposes. "Local" is defined as those organizations based in Lake Oswego or where a majority of the organization's participants or members are Lake Oswego residents. *(Examples include the District 4 All Star tournament organized by the Little Leagues, Nike Cup hosted by the Lake Oswego Soccer Club, neighborhood association event, and Chamber of Commerce activity.)*

### CLASSIFICATION 3:

This category applies to all clinics, camps, tournaments, and activities hosted by non-local organizations. "Non-local" is defined as those organizations not based in Lake Oswego, or where a majority of the organization's participants or members are not Lake Oswego residents. *(Examples include Portland State University).*

This category also applies to all for-profit entities, regardless whether or not they are based in Lake Oswego or have a majority of Lake Oswego residents participating in programs. *(Examples include a Lacrosse camp offered by Mainline Lacrosse of San Diego; private sport camps).*

### Additional Fees:

**City may charge additional fees for classifications 2 and 3 users, over and above the hourly rates listed, to cover costs such as concession stand use, cleaning, garbage, etc.**

**City of Lake Oswego  
Parks and Recreation Department  
P.O. Box 369  
Lake Oswego, OR 97034  
(503) 675-2548**

**Lake Oswego School District  
Community School  
P.O. Box 70  
Lake Oswego, OR 97034  
(503) 534-2302**